



# The Hal yard

A weekly newsletter for  
Virginia's  
Library Media Specialists  
January 7, 2005

## Charlie's chatter

Course corrections come when you least expect them. The months of November and December are always busy times and this year was no exception. VEMA's annual conference followed by the DOE Technology Leadership conference were times of great excitement with the release of the Linking Libraries Project. Both activities caused a flurry of activity and last minute details to attend to.

Upon returning to Richmond, my department was told that we were going to be moving from the 18<sup>th</sup> floor where the Office of Educational Technology has been since the 1980's. To make everything more challenging, we have to move to temporary quarters while our new offices are being constructed on the 22<sup>nd</sup> floor. This requires that we pack up everything and place it in storage for at least 4 months -no simple task when you are dislocating 14 staff members, a videoconference center, and a computer lab. But we had to keep out anything that we might need during that time. How do you know what you are going to need?

The timetable for the move was announced right as we approached Christmas, we needed to be ready to vacate our offices by January 3<sup>rd</sup>. And so we adjust the sails, pack the cargo and prepare to dock in a new location. (Hopefully by the time you read this, I will be in the temporary quarters.)

One thing the move is teaching me is that I am a pack rat and that I need to heed the information on organization that I have included in this week's newsletter. I am going to try and be as electronically minded as possible when it comes to storing information.

Wish me luck, as old habits are hard to break!



## Reading Enjoyment Online

I could have stayed on this site all day exploring, watching videos of the books being read, or conversations with the authors. While this is a subscription service, the pricing is reasonable, generating enthusiasm for books and reading by providing easy access to authors, illustrators and exceptional book resources — all in one place!

<http://www.teachingbooks.net/index.cgi>

## Data and Desert

This idea from Anita Bowman, LMS at Wy'east Middle School in Vancouver WA

Invite parents to attend evening training sessions on the online databases that your school has access to. The parents are introduced to the school library web page where their children have remote access to the resources. Following an overview of each of the databases, parents are given an opportunity to participate in “hands-on” searching activities. For more details, SLJ, October 2004, p 39

## Copyright Guidelines

A chart designed by Jefferson County, Colorado school diving showing “Permitted” and “Not Permitted” topics that plague educators concerning copyright is available for download at

<http://jeffcoweb.jeffco.k12.co.us/plmc/copyright.html>

Clear, concise and ready to hang above the copier!

## Getting It All Together

New Year's Resolution—Better Organization

Tips for J'aime Foust, Knowledge Quest September/October 2004, p. 44

(From the book *Dewey Need To Get Organized? A time management and organizational guide for School Librarians*, Linworth, 2002)

1. Keep only 2 lists
  - a. Master list where you write down everything in one place instead of multiple lists or scraps of paper
  - b. Daily-to-do where you transfer items from your master list—only transfer what you think you can accomplish that day
2. Priorities
  - a. Rank tasks by order of importance
  - b. Break big tasks into smaller pieces
  - c. Watch the master list to track patterns of when the pressure to complete tasks increases or decreases so you can avoid the dreaded last minute rush
3. Calendars and Time
  - a. Use only one calendar for everything! Experiment to find the one that works best for you. Wall calendar, desk top,

- electronic, purse sized, a organizer containing calendar, address book and other vital data are all options to consider.
- b. Watch your time—if you are always late, write down an earlier time for a meeting to increase your chances of being on time. Use an electronic alarm to remind you when to begin getting ready or to remind you to leave for your destination.
- 4. Throw it away!
  - a. Decide immediately what needs to be done with the item
    - i. Critical-deal with now on the calendar, task list, address book, etc.
    - ii. Throw away the paper once you have recorded it in its appropriate category
  - b. Maintain only 2 filing systems
    - i. Long term
    - ii. Short term
  - c. Ask yourself-Why am I keeping this?
- 5. Look at your work space
  - a. What works—keep it or improve it
  - b. What doesn't work-change it
  - c. Do a little straightening each day
- 6. Learn to say NO
  - a. Adjust and live with the mess
  - b. Allow time to complete the task
  - c. Say no—rather than stress over getting the job done
  - d. Tomorrow may have no more extra time that today did
- 7. Values and Goals
  - a. Post them where you can see them-but change their location frequently or else you won't see them 'cause them will eventually blend in to their surroundings.
  - b. Focus on what is important
  - c. Compare tasks on master list to your values and goals—Review, revise, renew, discard as needed
- 8. Facing the demons
  - a. Identify the stressors
  - b. Identify the pitfalls and bad habits
  - c. Identify your “button pushers” and plan ways to circumvent them
- 9. Accounting
  - a. Keep your methods of tracking your bookkeeping simple
  - b. Develop a filing/accounting system that accommodates easy access to information
- 10. Laugh
  - a. At yourself!
  - b. With colleagues
  - c. With students